



ISSUE CLARIFICATION

NUMBER: 05-804-046

DATE: August 16, 2004
(Effective Date October 1, 2004)

TOPIC: Associate Service Coordinator Supervision Waiver

RELEVANT SECTIONS OF THE MANUAL:
Personnel Guide, Policies and Procedures

AUDIENCE: Associate Service Coordinators
SPOE Staff

ISSUE FOR CLARIFICATION:

Associate Service Coordinators have requested the Bureau of Child Development (BCD) develop and implement a process by which supervision requirements can be waived.

CLARIFICATION:

Currently, the First Steps Personnel Standards indicate that all Associate level Service Coordinators (SC's) need to have a Specialist level Service Coordinator (SC) supervising them for an indefinite period of time.

Effective October 1, 2004, all credentialed Associate level Service Coordinators who have completed 2 consecutive years of supervised SC activities, may request their supervision requirements be waived through an application process. To facilitate this process, Associate level SC's wishing to request a waiver should complete the *Service Coordination Supervision Waiver* application posted on the Service Coordinator page of the First Steps website.

The Associate level SC will need to demonstrate competency in the following areas:

- Assessment of Client Needs
- Coordination/Advocacy
- Monitoring of the IFSP
- Evaluation of the IFSP
- Financial Case Management
- Transition Activities

Application review methods **may** include but are not limited to:

- File Reviews
- Review of a Portfolio
- Interviews

The BCD will make the final determination on whether an application is approved or denied.

Please contact the Service Coordinator Regional Point of Contact for your area for further information.

Please retain this Clarification in your Implementation/Practice Manual in the designated Section.